

COVID-19 Workplace Safety Plan

R.J. Haney Heritage Village & Museum is a forty-acre site that includes a twelve-acre Heritage Village, Museum, restaurant, Archives, service area and nature trails.

The Heritage Village & Museum will remain temporarily closed to the public until further notice, including walking trails and all events, are temporarily postponed.

Although our gates are closed to the public until further notice, some staff are on hand tending to the grounds, buildings protecting our valuable exhibits and artifacts in a safe, socially distant workplace. The goal is to ensure we continue to preserve and maintain our assets during this unprecedented time.

It is the common goal of management to provide a plan to minimize the risk of COVID-19 in the workplace. Staff will be involved in the planning process as much as possible to ensure their concerns are heard and addressed. The workplace has been assessed, and management will continue to evaluate the workplace to ensure risks are identified and managed.

Risks in the workplace:

The virus that caused COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases, the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Areas of risk:

- Where staff congregate: Tea Room, Administration Office, Service Area, Common Work Areas
- Common touch areas like countertops, doorknobs and light switches
- Times when social distancing is not likely
- Common washrooms
- Commonly touched tools and machinery

Protocols implemented to minimize the risk of transmission:

- Staff is required to wash their hands upon arriving at work, before and after breaks, before and after handling common tools and equipment
- Each staff member is assigned a table in the Tea Room and is responsible for sanitizing their personal space daily
- Each staff member is responsible for sanitizing the common area in the Tea Room like taps and soap dispensers after use
- Each staff member is responsible for cleaning and sanitizing their workspace, computer keyboard, phone, etc. daily
- Each staff member is responsible for the cleaning and daily sanitization their assigned bathroom daily and is to be kept locked
- Commonly touched tools and machinery are to be sanitized before returned or after use
- Staff are expected to maintain a distance of two metres between each other when every possible
- When social distancing is not likely, staff members should consider the use of gloves, masks and protective eyewear
- Debonaire Anti-Bacterial Foaming Skin Cleanser or hand sanitizer is available in common areas
- Each staff member is provided safety goggles
- Protective gloves are available to staff members in the Tea Room and Administration Office
- Each employee is provided with a personal spray bottle and access to fill with Sanitizer in the Janitors Room of the Montebello
- Common touch areas like countertops, doorknobs and light switches will be sanitized twice daily by the assigned staff member
- The public washroom will remain locked, but if opened a designated staff member will clean and sanitize daily
- Coffee maker or tea kettle is not to be used
- Staff is asked to bring drinking water and a water bottle
- Timesheets are to be kept in your assigned box in the administration area. A pen for personal use has been provided in your box. You are responsible for sanitizing your pen, outside of your box and common area when completing your timesheet. As an alternate, you can submit your timesheet by email info@salmonarmmuseum.org on the appropriate cutoff date

Policies:

- If you are sick with COVID-19 symptoms or have travelled you must self-isolate at home for a minimum of 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions

- Staff is to follow the health and safety policies of the organization during the course of your workday to ensure your safety and that of your co-workers
- The front gate is to remain closed at all times and locked after work hours
- Signage is posted at the entrance stating that the Village is closed to the public
- Signage is posted in common areas, and washrooms: Handwashing, Reduce the Spread of COVID-19, Coronavirus Prevention, Physical Distancing and Do Not Enter If You Are Sick

Training Communication and Plan:

- The association follows the Occupational health and safety regulations as set out by Worksafe BC. Manuals such as Health and Safety for Hospitality are available for all staff to review or will be emailed upon request
- Health and Safety is a serious matter, and it should be viewed as such. R.J. Haney Heritage Village & Museum is committed to providing its employees with a safe and enjoyable working environment. A Health and Safety Committee has been established in accordance with the WorkSafe BC to create and maintain an active interest in health and safety, reduce accidents, and to stimulate an awareness of health and safety issues
- Every person employed by R.J. Haney Heritage Village & Museum must work safely and promote safe work practices, safe working conditions and positive attitudes towards accident prevention
- Workplace safety training will be conducted by the staff member who is appointed as the Safety Officer and will include the location of all safety equipment, first aid stations, and safety muster station
- Staff will be made familiar with the various procedures we undertake daily including emergency procedures, security and safety issues
- The employees are trained in the policies utilized by this organization to maintain an organized approach to work tasks and follow procedural requirements
- Workers Compensation covers all employees
- Weekly staff meetings to review the past week's operations, identify current problems and update the plan as needed
- As risks are monitored, and changes are made to our policies and procedures this plan will be updated

Non-Medical Information Related to COVID-19

- Travel Recommendations and Physical Distancing: 1-888-268-4319 or text to 604-630-0300
- BC COVID-19 Symptom Self-Assessment Tool found here: <https://covid19.thrive.health/>
- BCCDC: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/data>
- iPhone: <https://apps.apple.com/ca/app/BC-COVID-19-Support/id1502907052>
- Android: <https://play.google.com/store/apps/details?id=ca.bc.gov.health.hlbc.COVID19>